



FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE:	h.a.r.t Coordinator I
DEPARTMENT:	Specialized Dockets
REPORTS TO:	Specialized Docket Manager
STARTING WAGE:	Pay Grade 7 - \$21.91/hour (\$45,572.80)
HOURS:	Full-time 8:00 a.m. - 5:00 p.m. (or as assigned)
FLSA:	Non-Exempt
DATE CREATED:	03/17/2022
DATE REVISED:	03/31/2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is the largest and busiest municipal court in the state. The Court has fourteen judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. Despite its jurisdiction and name, the Franklin County Municipal Court is the judicial branch of the City of Columbus government.

The Court operates five specialized dockets, which have received final certification from the Supreme Court of Ohio Commission on Specialized Dockets. Each docket has received certification after submitting written materials and undergoing a site review to ensure that statewide, minimum standards are met. The Specialized Dockets hold criminal offenders accountable while helping them to receive comprehensive treatment and services, which leads to a reduction in recidivism and an increase in community safety.

In April 2004, the Mental Health Program, now called L.I.N.C. (Learning to Identify and Navigate Change) was created to better serve criminal defendants who are impacted by severe mental illness and who have pending cases before the Court.

In 2009, the Changing Actions to Change Habits (CATCH) program was created to better serve criminal defendants who have been charged with misdemeanor solicitation, prostitution, and/or loitering to solicit. Participants may have severe depression, post-

traumatic stress disorder, or other mental illnesses and may be dependent on alcohol and/or drugs. Because many of the participants have been the victims of human trafficking, CATCH focuses on the trauma experienced by participants.

In May 2009, the Alcohol and Drug Addiction Program, now Recovery Court, was created to better serve criminal defendants who are dependent on drugs and/or alcohol and who have pending legal issues before the Court. In 2010, the Opiate Extension Program (now h.a.r.t., Helping to Achieve Recovery Together) was developed to accompany Recovery Court and address the needs of criminal defendants who are dependent on opiates. In 2014, h.a.r.t. became an independent specialized docket program.

In April 2012, the Military and Veteran Service program (MAVS) was created to better serve criminal defendants who have severe mental illness, chemical dependency, and criminogenic factors, all of which impact their ability to access and navigate services afforded to them because of their military involvement after they are charged with a misdemeanor offense.

The overall goal of each specialized docket program is to decrease the number of jail nights and new summons that participants receive by diverting them to clinically appropriate treatment options. The specialized dockets are designed to provide intensive supervision to program participants through a collaborative team process.

Each specialized docket program has Coordinator I, II, and III positions with minimum educational, experience, and/or licensure requirements that the individual must have in order to perform the duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Complete all data collection and analysis, which includes compiling, processing, and documenting data regarding program outcomes, funding reports, and documentation to support the work of specialized dockets.
2. Manage court files for the program, which includes monitoring all active cases, preparing weekly judge's notes for status review hearings.
3. Perform basic screening of referrals for eligibility for program admission.
4. Participate in weekly treatment team meetings and status review hearings.
5. Manage material resources, structure and maintain participant reward programs.
6. Develop and maintain community support and collaboration of community partners through a variety of community meetings, activities and networks.
7. Attend and participate in monthly staff meetings and individual supervision.
8. Identify, research, and write grant and other funding proposals and monitor funding submissions in order to apply for existing and new program funding opportunities for the department.
9. Develop and maintain peer support program with community partners.
10. Develop and maintain alumni program to support the prosocial activities of the current participants.
11. Report compliance, and measures of progress to funders.

12. Coordinate and plan special events for the program and department, such as program graduations.
13. Attend trainings and other activities to enhance skills that contribute to the mission of the Court and the specialized docket, and also the individual's professional development plan.
14. Represent the Court at civic, professional, and academic organizations, and perform other activities publicizing the services offered by the department, as directed.
15. Perform other tasks as assigned.

QUALIFICATIONS AND REQUIREMENTS

Candidates must have a combination of education, experience, and personal characteristics that demonstrate the candidate's ability to perform the duties of the position.

Minimum requirements are:

1. A bachelor's degree in psychology, sociology, criminal justice, social work, or a related field.
2. Knowledge of common office practices, procedures, and equipment.
3. Proficiency in operating a personal computer as well as with Microsoft Office products such as Word, Outlook, and Excel for the purpose of tracking client progress and program outcomes.
4. Ability to analyze and evaluate data.
5. Ability to effectively and professionally communicate verbally and in writing with diverse audiences.
6. Ability to deal with potentially difficult people, as well as interact and maintain effective working relationships with judges, attorneys, law enforcement officers, participating agencies and others conducting business with the Court.
7. Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
8. Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.
9. Demonstrated dependability, reliability, and excellent attendance record.
10. Patience, objectivity, maturity, effectiveness under pressure, initiative, and adaptability.
11. Good time management skills, ability to prioritize work, and ability to work under time constraints.
12. A basic understanding of clinical and legal terminology.

PREFERRED QUALIFICATIONS

1. Certified by the State of Ohio as a Chemical Dependency Counselor Assistant (Phase II).or clinical counseling
2. Experience working with diverse populations.
3. Knowledge of the Rules of Superintendence and the statutes applicable to the Specialized Dockets.
4. Basic understanding of evidence-based practices.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; an employee assistance program; deferred compensation program; tuition reimbursement; and credit union membership.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability and survivor benefits for public employees. All full-time employees hired after Jan. 20, 2010, contribute to OPERS by paying the required employee share which is 10 percent of their salaries. The Court pays the required employer's share of 14 percent of an employee's salary. Court employees do not have any Social Security taxes withheld from their pay because they are OPERS members.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Director Lynn Bruno that describes with some specificity how an applicant's qualifications match those required for the position.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online. Application materials should be submitted to CourtHR@fcmcclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Director any Court employee concerning their application.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

AT-WILL AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil-service system and are not members of bargaining units. The Court is an equal opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.